



New Jersey Department of Children and Families Policy Manual

Manual:	NJAC	NJ Administrative Code Excerpts	Effective Date:
Title	10	Human Services	
Chapter	37H	Youth Case Management Services	12/2/2008
Subchapter:	2	Program Operation	
Section	10	Staffing (N.J.A.C. 10:37H-2.10)	

§10:37H-2.10 Staffing

(a) The PA shall have a written description of the staffing pattern and the roles and responsibilities of YCM staff.

(b) The PA shall have an individual who functions in the capacity of youth case management supervisor and meets the qualifications of a youth case management supervisor.

(c) At a minimum, the youth case manager shall have a bachelor's degree and two years post degree work experience in the provision of mental health or related services, or a master's degree in social work, psychology, family counseling, or a related field, with clinical training.

(d) The responsibilities of the youth case manager shall include the following:

1. Assessing the youth's and family's problem areas, service needs, resources, motivation, level of functioning, mental status, risk factors, daily living skills, social skills, education, family functioning and history of mental health treatment;
2. Assessing the need for crisis intervention;
3. Assessing the service needs of youth hospitalized in CCIS units of the State psychiatric hospital;
4. Coordinating service planning with appropriate staff at CCIS units and the State psychiatric hospital;
5. Monitoring service needs of youth discharged to the community from CCIS units and the State psychiatric hospital;
6. Providing service linkages;
7. Developing and implementing plans that motivate youths and their families to comply with treatment recommendations;
8. Ensuring that service plans are developed and implemented;

9. Facilitating access to mental health services as clinically appropriate, maintaining clinical records including explanations of case outcomes; and

10. Participating in case conferences such as treatment team meetings and school conferences.

(e) At a minimum, the YCM program supervisor shall have a master's degree in social work, psychology, family counseling or related field with clinical training and two years post degree work experience in the provision of mental health or related services.

(f) The function of the YCM program supervisor shall be to ensure the following:

1. That the overall daily management of the program is maintained;
2. That the YCM program is adequately serving the population based upon service needs and risk factors;
3. Appropriate staff availability during regularly scheduled working hours;
4. That supervision of YCM staff is provided;
5. Completion of affiliation agreements with other mental health, social and health service systems;
6. Participation of YCM program in local mental health, health and human services planning activities; and
7. That clinical records are maintained.

-End-